

SAIS Reports Reconciliation: 101



School Finance
Arizona Department of Education

Purpose



- **Who** – Who will benefit from this presentation
- **What** – What reports used to reconcile data
- **Where** – Location of reports
- **Why** – Proper reconciliation impact on funding
- **When** – Creating a reconciliation timeline that works

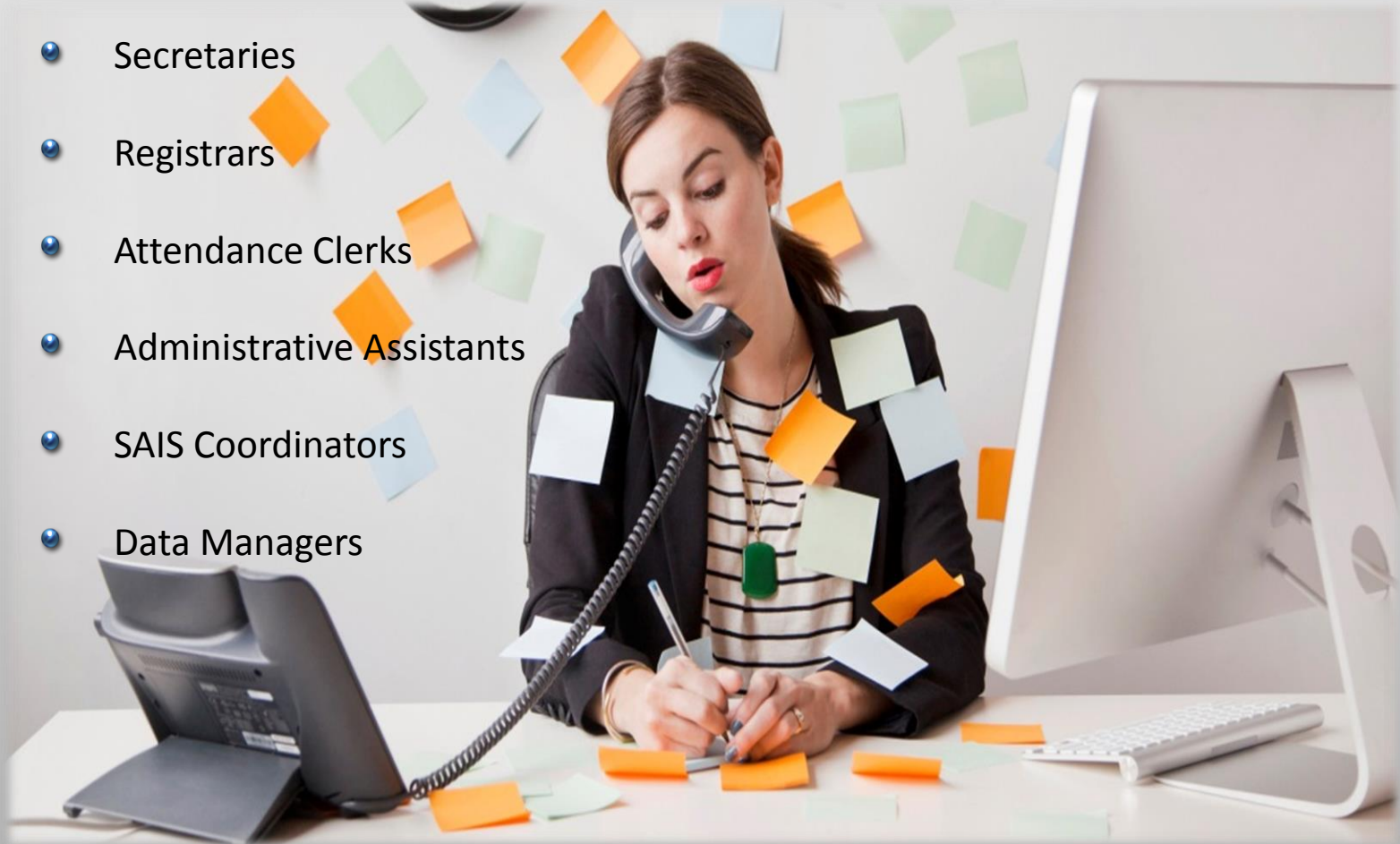


WHO

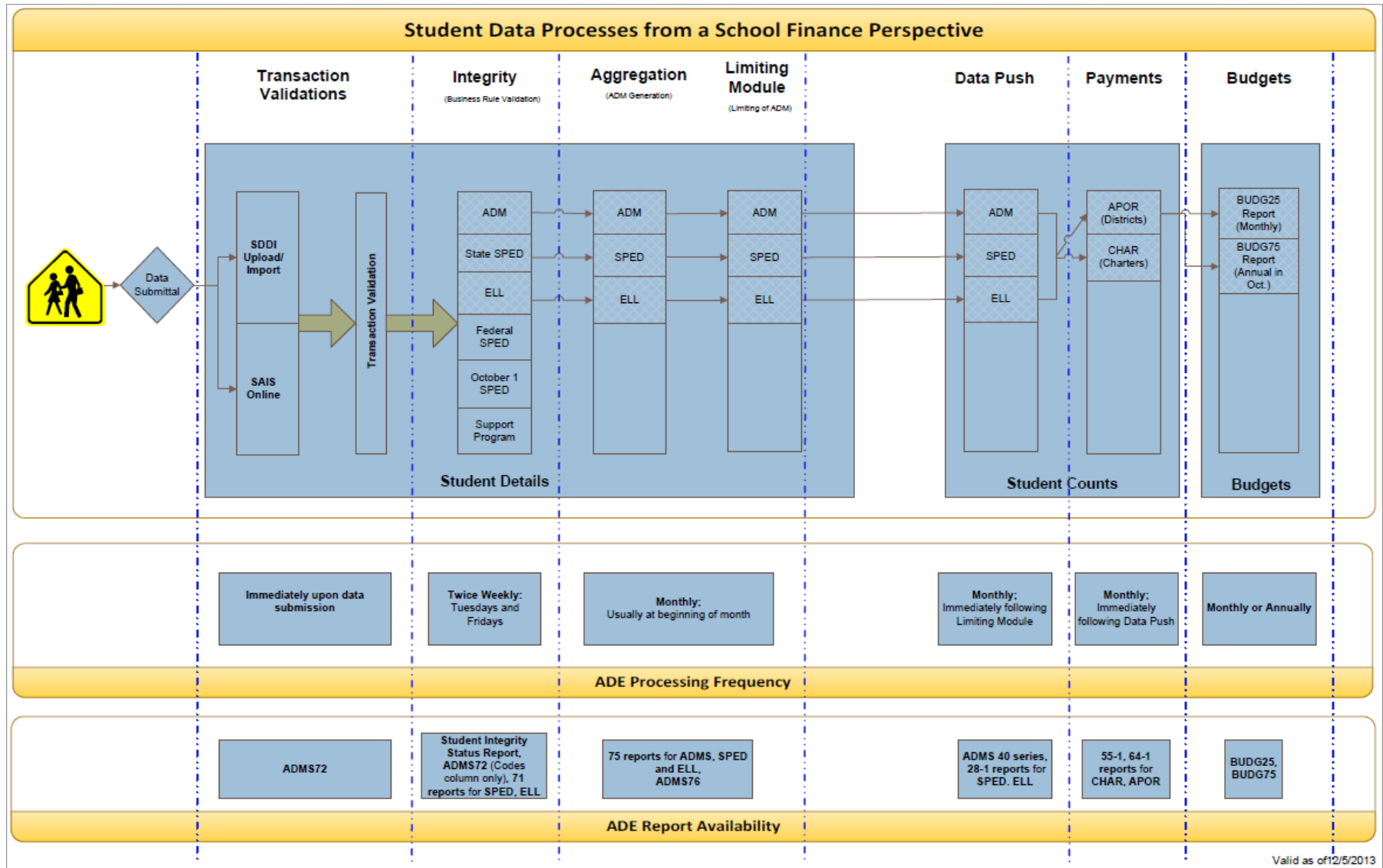
The staff that will benefit from this presentation

- This presentation is for new employees at schools responsible for data maintenance

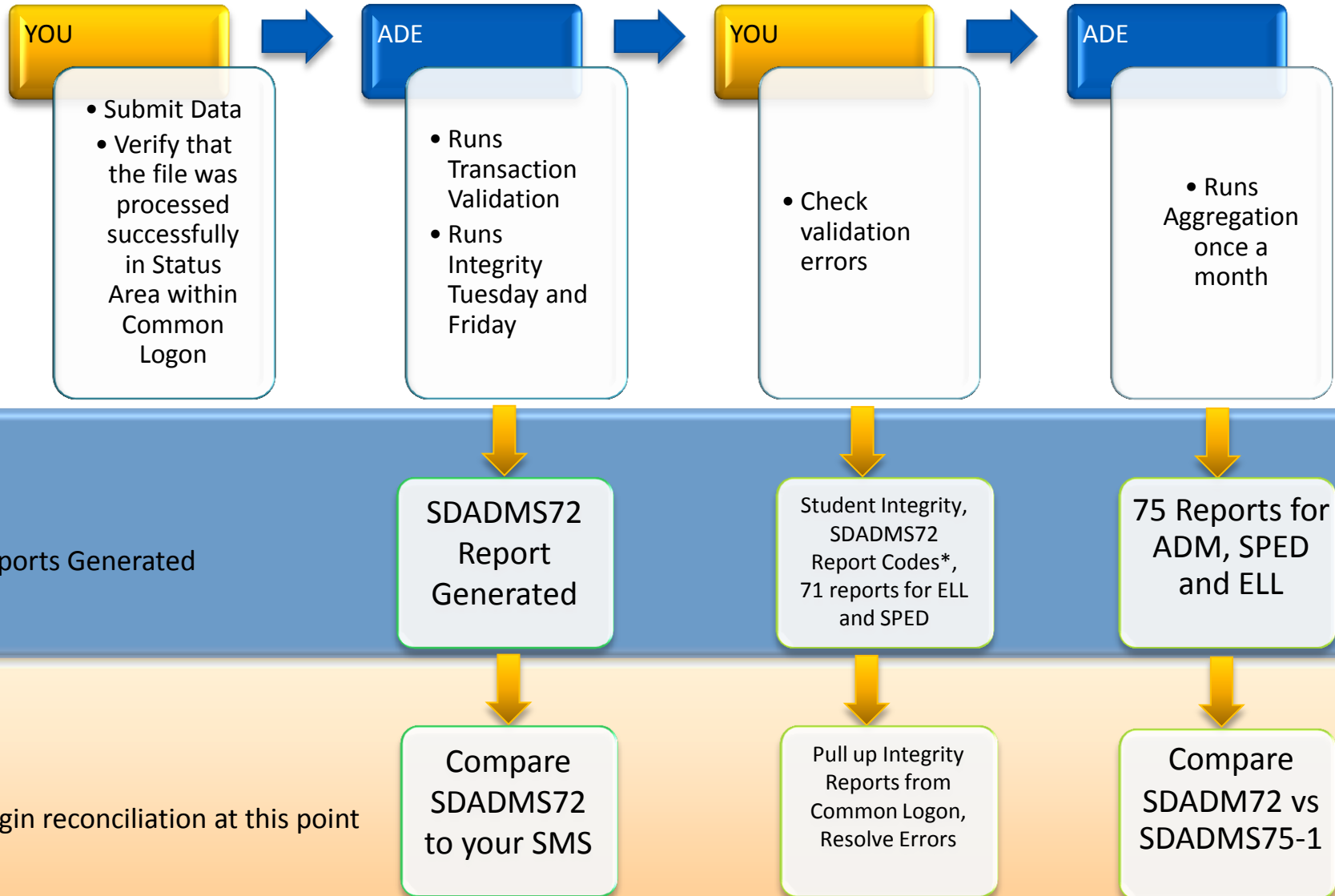
- Secretaries
- Registrars
- Attendance Clerks
- Administrative Assistants
- SAIS Coordinators
- Data Managers



Understanding the Student Data Process Flow



Your role in the process



WHAT

Generating reports needed to reconcile

• Reports

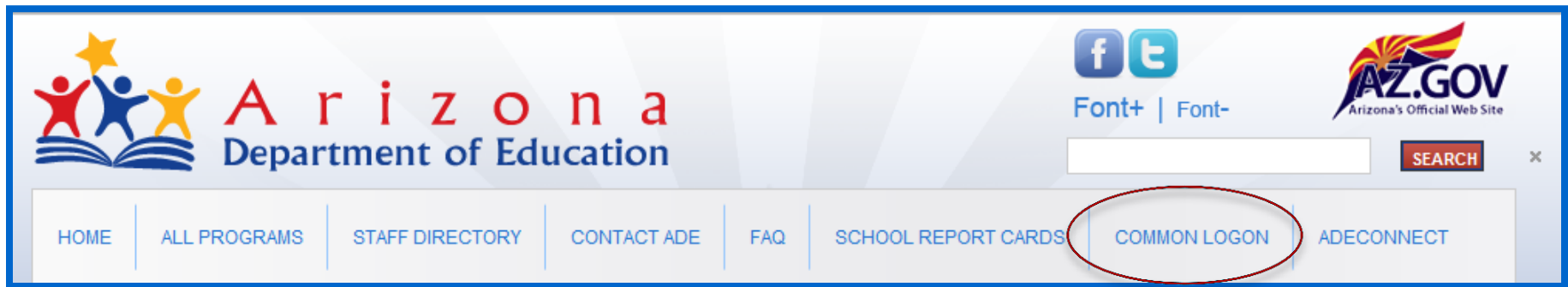
- ★ ○ [Student Integrity Status Report](#)
- [SDADMS71-1 Student Membership By DOA Report](#)
- ★ ○ [SDADMS72 Unadjusted Student ADM Report](#)
- [SDADMS73 Student Personal Information Report](#)
- [SDADMS74 Student Excessive Absence Report](#)
- ★ ○ [SDADMS75-1 Adjusted Student ADM Limit Report](#)
- [SDADMS75-2 Concurrency and Subsequent Enrollments Report](#)
- ★ ○ [SDADMS76 Funding Exclusion Report](#)
- [SDADMS77 Summer Withdrawals Report](#)
- [SDADMS78 Deleted Student Enrollments Report](#)
- [SDADMS79 Dropout Tracker Report](#)
- [SDADMS80-1 Charter/Public Concurrencies Report](#)
- [SDADMS80-2 Student Detail Concurrency Report](#)
- [SDEC71 Early Childhood Program Participation Report](#)
- [SDEC72 Early Childhood Assessment Report](#)
- [SDEC73 Early Childhood Assessment Search Report](#)
- [SDELL72 ELL Assessment Report](#)
- ★ ○ [SDELL75-1 ELL Adjusted Membership Report by DOA](#)
- [SDSPED71-1 SPED Report by DOA](#)
- ★ ○ [SDSPED75-1 SPED Adjusted Membership Report by DOA](#)

★ =Covered in this presentation

WHERE

Location of Reports

- Student level reports are available through Common Logon at www.azed.gov



Important Note: Common Logon access will need to be requested by your Business Manager via an email to Enterprise@azed.gov.

The request needs to include the applicable school or LEA's CTDS number, first/last name, title, telephone number, email address, and requested permissions.

Common Logon Applications

- Reports are available via Common Logon
 - Student Detail Data Interchange (SDDI) or
 - Student Detail Reports (SDR)



Student Detail Reports

- Reports currently available through Student Detail Reports

Arizona Department of Education

AZ.GOV
Arizona's Official Web Site

Home Common Logon

Student Detail Reports

Fiscal Year: 2014
Welcome Wendi Trudell

Home

District: Chandler Unified District #80 (07-02-80-000)
School: Bogle Junior High School (07-02-80-120)

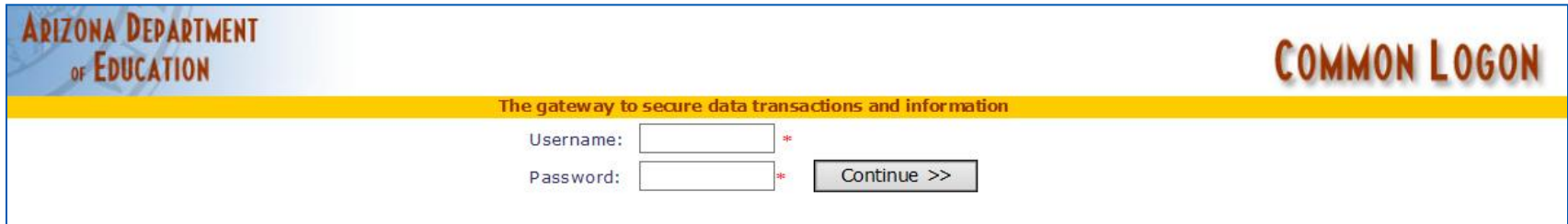
Pull District Level Reports Pull School Level Reports

Reports
SDADMS75-1 Adjusted Student ADM Limit Report
SDADMS75-3 Adjusted Student ADM Limit Report by DOR
SDELL70 - AZELLA Student Test History Report
SDELL71 - ELL Program Participation Report
SDELL74 - AZELLA Form AZ-2 Corrections Error Report
SDELL75-1 ELL Adjusted Membership Report by DOA
SDELL75-3 ELL Adjusted Membership Report by DOR
SDDRP70 Dropout Recovery Program Report
SDSPED71-1 SPED Report by DOA
SDSPED71-2 SPED Report by DOR
SDSPED75-1 SPED Adjusted Membership Report by DOA

Reports
SDADMS75-1 Adjusted Student ADM Limit Report
SDELL70 - AZELLA Student Test History Report
SDELL71 - ELL Program Participation Report
SDELL74 - AZELLA Form AZ-2 Corrections Error Report
SDELL75-1 ELL Adjusted Membership Report by DOA
SDSPED71-1 SPED Report by DOA
SDSPED75-1 SPED Adjusted Membership Report by DOA

How Data is Sent to ADE

- Log in to Common Logon
 - Use SAIS Online to manage student data or
 - Upload a file from your SMS within Student Detail Data Interchange (SDDI)




The screenshot shows the 'COMMON LOGON' page for the Arizona Department of Education. The page has a yellow header bar with the text 'The gateway to secure data transactions and information'. Below the header, there are two input fields: 'Username:' and 'Password:', each followed by a red asterisk. To the right of the password field is a 'Continue >>' button. The Arizona Department of Education logo is in the top left corner.

The gateway to secure data transactions and information Common Logon Application Menu

- ◆ AZELLA Corrections / SDELL Reports
- ◆ Charter Estimated Counts
- ◆ Cutoff Maintenance
- ◆ Enterprise
- ◆ LEA Calendar
- ◆ LEA Profile
- ◆ SAIS ID Number Search
- ◆ SaisOnline
- ◆ SDER
- ◆ Student Counts Administration
- ◆ Student Detail Application Console
- ◆ Student Detail Data Interchange

Uploading File via SDDI





Student Detail Data Interchange


Fiscal Year: 2015 ▾

Select the school:

▾

* District / Charter Holder (Parent Entity)

[Upload Area](#) [Status Area](#) [Download Area](#) [Archive Area](#) [Maintenance Area](#) [Home](#) [Help](#)



Student Detail Upload

Use this page to upload a file	Upload	Status	Download	Archive	M
--------------------------------	--------	--------	----------	---------	---

Click the **Browse** button to select your local file and then hit **GO**.

Fiscal Year :

Path/Filename:

[Back](#)

Status of Upload

File Upload Status Page

- To verify that your file uploaded successfully
 - Click on “Status Area” link
 - Confirm fiscal year and activity type of “import”

ARIZONA
DEPARTMENT OF
EDUCATION

Student Detail Data Interchange

Fiscal Year: 2014 ▼

Select the school:

* District / Charter

[Upload Area](#) [Status Area](#) [Download Area](#)

ARIZONA
DEPARTMENT OF
EDUCATION

Student Detail Status

Use this page to check status on system activities

Upload Status Download Archive Maintenance Home Help

Provide either the sequence number (or range) or the date (or range) as a filter. Then hit Go. Filter information is optional.

Fiscal Year : 2014 ▼ Activity Type: Import ▼

From:

Sequence Number [Range] : To:

OR Date [Range] : To:

OR Reference Number : Only show the latest Reference Number

OR Reporting Unit :

Go

File Upload Status Page

- Uploaded file will show as processed successfully, with errors, or failed. Errors can be viewed by clicking on “**Transactions**” in the Results column. If the file has errors or failed, the data or file will need to be corrected and a new file will need to be uploaded.

Import Activities							
Sequence #	Submission Date	Activity Status		Results	File-level Errors	Reference #	System Errors
	11/13/2013 2:36:29 PM	File processed successfully		Transactions		12301552	
	11/6/2013 7:58:15 AM	File rejected due to validation errors			File Errors	12292388	
	11/6/2013 7:57:18 AM	File processed with errors		Transactions		12292387	System Errors
	10/30/2013 3:01:43 PM	File processed with errors		Transactions		12290244	
	10/23/2013 4:43:25 PM	File processed successfully		Transactions		12288098	
	10/16/2013 3:06:04 PM	File processed successfully		Transactions		12285659	
	10/7/2013 3:28:12 PM	File processed successfully		Transactions		12282970	
	10/3/2013 8:44:51 AM	File processed successfully		Transactions		12274580	
	9/25/2013 4:52:31 PM	File processed with errors		Transactions		12271512	
	9/18/2013 4:58:13 PM	File processed with errors		Transactions		12268832	
	9/11/2013 4:04:58 PM	File processed successfully		Transactions		12266656	
	9/4/2013 3:52:31 PM	File processed successfully		Transactions		12264000	
	9/4/2013 11:15:53 AM	File processed with errors		Transactions		12263761	
	8/21/2013 7:43:44 AM	File processed with errors		Transactions		12260022	
	8/15/2013 8:24:57 AM	File processed with errors		Transactions		12259224	
	8/9/2013 3:23:22 PM	File processed with errors		Transactions		12258624	System Errors

Important Note: If data has not completed processing, ADM/SPED/ELL numbers will not reflect properly on the student detail reports. It is **VERY** important that this screen is verified every time a file is uploaded. If you need assistance with the errors, please contact your [account analyst](#) or ADESupport@azed.gov.

SDADM72 Report Facts

- Think of this report as your school roster
- Real-time report and is only available at the school level
- Updated when you submit student data and it shows the most recent changes
- Report shows students enrolled at your school, SAIS and school ID and enrollment days
- An important column on this report is the “Codes” column
 - This column indicates if the student has been run through integrity or if there is a concurrency with another school
 - There is a legend on the last page that will list the various “Codes” in this column

Notes:

- 1 Student has a concurrent enrollment during all or part of this membership in another grade, track, or register in this school.
- 2 Student has a concurrent enrollment during all or part of this membership in another school in this district.
- 3 Student has a concurrent enrollment during all or part of this membership in another school in another district / JTED / charter.
- 4 This membership failed Integrity processing and was not included in the calculations for ADM and ADA.
 - a. Integrity failed during the 40th day reporting period, and therefore all subsequent reporting periods
 - b. Integrity failed during the 100th day reporting period, and therefore all subsequent reporting periods
 - c. Integrity failed for the reporting period after 100th day
 - d. Reporting Period 4 (Not implemented yet)
 - e. Integrity failed for AOI Annual reporting period
- 5 Integrity has not been run since the last student data change.
 - a. Integrity has not been run for the 40th day reporting period.
 - b. Integrity has not been run for the 100th day reporting period.
 - c. Integrity has not been run for the 101st day through End of Year reporting period.
 - d. Reporting Period 4 (Not implemented yet).
 - e. Integrity has not been run for the AOI Annual reporting period.

SDADM72 Report Example

SdADMS72

Arizona Department Of Education
Unadjusted Membership Calculations Report

Page: 9

Print Date: 08/21/2014 15:15:21

Requesting District ID:
Requesting District Name:
School Name:
School CTDS:
Grade:

School
Data

ALL

SAIS ID	School Student ID	Last Name	First Name	Nick Name	First Day of Membership	Last Day of Membership	Track Num	FTE	Tuition Payer	Special Enroll	HB	Reported Absence	Reported Attendance	Codes
Student Data				N/A	08/05/2013	N/A	1	1.00	1	N/A	No	3.25	N/A	3
				N/A	08/06/2013	09/16/2013	1	1.00	1	N/A	No	7.25	N/A	3
				N/A	08/19/2013	N/A	1	1.00	1	N/A	No	11.75	N/A	3
				N/A	08/05/2013	N/A	1	1.00	1	N/A	No	21.00	N/A	3
				N/A	10/21/2013	N/A	1	1.00	1	N/A	No	17.00	N/A	3
				N/A	08/05/2013	N/A	1	1.00	1	N/A	No	3.75	N/A	3
				N/A	08/05/2013	N/A	1	1.00	1	N/A	No	.25	N/A	3
				N/A	08/08/2013	N/A	1	1.00	1	N/A	No	33.00	N/A	3
				N/A	08/06/2013	N/A	1	1.00	1	N/A	No	25.50	N/A	3
				N/A	08/05/2013	N/A	1	1.00	1	N/A	No	1.25	N/A	3
				N/A	08/05/2013	N/A	1	1.00	1	N/A	No	23.50	N/A	N/A
				N/A	08/13/2013	N/A	1	1.00	1	N/A	No	30.75	N/A	3
				N/A	08/05/2013	N/A	1	1.00	1	N/A	No	20.00	N/A	N/A
				N/A	08/07/2013	10/23/2013	1	1.00	1	N/A	No	3.00	N/A	3
				N/A	08/05/2013	01/09/2014	1	1.00	1	N/A	No	8.00	N/A	N/A
				N/A	08/05/2013	N/A	1	1.00	1	N/A	No	17.25	N/A	N/A
				N/A	08/26/2013	N/A	1	1.00	1	N/A	No	5.75	N/A	3
				N/A	08/05/2013	N/A	1	1.00	1	N/A	No	2.50	N/A	N/A
				N/A	08/06/2013	12/12/2013	1	1.00	1	N/A	No	5.00	N/A	3
				N/A	03/27/2014	05/01/2014	1	1.00	1	N/A	No	5.00	N/A	3

The Reported Absence number is the amount of absence reported for the specified period, and the Reported Attendance number is the amount of attendance reported during that period.

Missing Student from SDADM72

Why is my student not showing up on my 72 Report? Here are some reasons why:

- **Transaction Failed** - A transaction adding an enrollment for the missing student has not been successfully processed in SAIS. This would most likely occur for one of two reasons:
 - an enrollment transaction for the missing student was never submitted to SAIS;
 - a submitted enrollment transaction failed during SAIS import processing
- **Delete Transaction Processed**
 - The last enrollment transaction to successfully process in SAIS deleted the enrollment for the missing student. Students who have been successfully deleted from membership, participation in SPED or participation in an ELL program are listed on the SDADMS78 – Deleted Student Enrollment Report.
- **Data Entry Error**
 - The student has been successfully enrolled at the school, but due to a data entry error the student may be listed under an incorrect grade level or DOR.

Student Integrity Status Report Facts

- Includes students in SAIS who have run through the business rules called “Integrity checks” but have failed
- Includes all students and states whether they passed all or failed one or more Integrity checks for ELL, SPED , regular enrollments (ADM), and Support Programs
- Integrity results are updated twice a week (check [IT Bulletin Board](#) for schedule, some exclusions may apply)
- Available at district level or at school level
- Students failing Integrity will not generate ADM, SPED ADM or ELL ADM for state funding
 - Students will generate funding ONLY after the error(s) are corrected



Format of Integrity Status

- The file can be imported into Excel after selecting XML format or downloaded into a simple text format
- The report can be filtered to see results for all integrity types or for a specific integrity type such as ADM, SPED (State, Federal SPED, Oct 1 SPED), ELL, etc.

Please select the appropriate format if downloading:

☒ XML ☐ Simple text

Integrity Type:

All	▼
All	
ADM - All	
ADM - 40 Day	
ADM - 40 Day & 100 Day	
ADM - 100 Day	
ADM - EOY	
October Enrollment	
Year End Enrollment	
SPED	
FED SPED	
ELL	
Support Programs	
Oct 1 FED SPED	

Student Integrity Status Report Example

XML Format (as viewed in Excel)

ErrorCode	ErrorDescription	ErrorDtm
-43204	Student has neither a year end status nor a withdrawal.	2014-03-01T05:46:43.607
-244201	Attendance assignment is missing for all or part of this membership, assuming zero minutes.	2014-04-01T08:20:31.280
-44380	Only one primary school is allowed. The following school(s) also identified themselves as the primary school: . Please collaborate with the school(s) to determine the correct SPED School Concurrency designation.;	2014-03-22T09:33:40.850
-44378	Student participating in SPED service(s) must have only one Federal Primary Indicator.; The Following needs ED,EDP are currently identified as primary by the listed schools ABC High School,CBA High School	2014-03-03T02:58:26.223
-44380	Only one primary school is allowed. The following school(s) also identified themselves as the primary school: . Please collaborate with the school(s) to determine the correct SPED School Concurrency designation.;ABCHigh School	2014-04-01T14:35:35.087
-44526	Homeless must have a primary nighttime residence.	2014-04-01T14:34:36.557
-44388	Student no longer has a primary SPED School Concurrency designation. Please coordinate with , the previous primary school, to determine the correct SPED School Concurrency designation.	2014-04-01T14:30:20.707
-43127	The District of Attendance (123456780) is not approved for grade: Eighth Grade	2014-04-01T14:06:48.500
-43104	DOR assignment is missing for all or part of this membership.SchoolMembershipStartDtm=7/3/2013 ;SchoolMembershipEndDtm=2/4/2014 ;DORMembershipEndDtm=9/30/2013	2014-03-22T08:37:58.467

- A detailed description of the integrity rules and messages can be found in a document called [Integrity Checking Process](#), beginning on p. 39
- If you need additional assistance with fixing the errors, please contact your [Account Analyst](#) or ADESupport@azed.gov

75-1 Report Facts

- Displays current aggregated ADM, SPED and ELL data for each student
- ADM, SPED, ELL and LIM ADM data is updated only **after aggregation** and therefore, may not include the results of recent transactions
- Must be reconciled against your SMS/SIS

SdADMS75-1

Arizona Department Of Education

Adjusted Membership Calculations Report (ADM Limit)

Page: 1

Print Date: 08/06/2014 07:59:58

Requesting District ID:

Requesting District Name:

Fiscal Year: 2012

Run Date

Generate Date

School CTDS

School Name

DOR CTDS

DOR Name

2012-07-30T 16:46:00

N/A

Grade

Register ID

Period

Aggregation Start Date

Aggregation End Date

FTF Status

9

0109

40th

07/30/2012

07/30/2012

Non-AOI

SAIS ID

School Student ID

Last Name

First Name

First Day of Membership

Last Day of Membership

Trk

FTE

TP

Spc Enr

HB

Mem Days

Abs Days

ADM

ADA

LIM Mem Days

LIM Abs Days

LIM ADM

LIM ADA

Code

08/09/2011

10/05/2011

1

1.00

1

N/A

No

40.00

1.19

1.00

.97

40.00

1.19

1.00

.97

N/A

08/09/2011

10/05/2011

1

1.00

1

N/A

No

40.00

.31

1.00

.99

40.00

.31

1.00

.99

N/A

08/09/2011

10/05/2011

1

1.00

1

N/A

No

40.00

.00

1.00

1.00

40.00

.00

1.00

1.00

N/A

08/09/2011

10/05/2011

1

1.00

1

N/A

No

40.00

.00

1.00

1.00

40.00

.00

1.00

1.00

N/A

08/09/2011

10/05/2011

1

1.00

1

N/A

No

40.00

.00

1.00

1.00

40.00

.00

1.00

1.00

N/A

08/09/2011

10/05/2011

1

1.00

1

N/A

No

40.00

.00

1.00

1.00

40.00

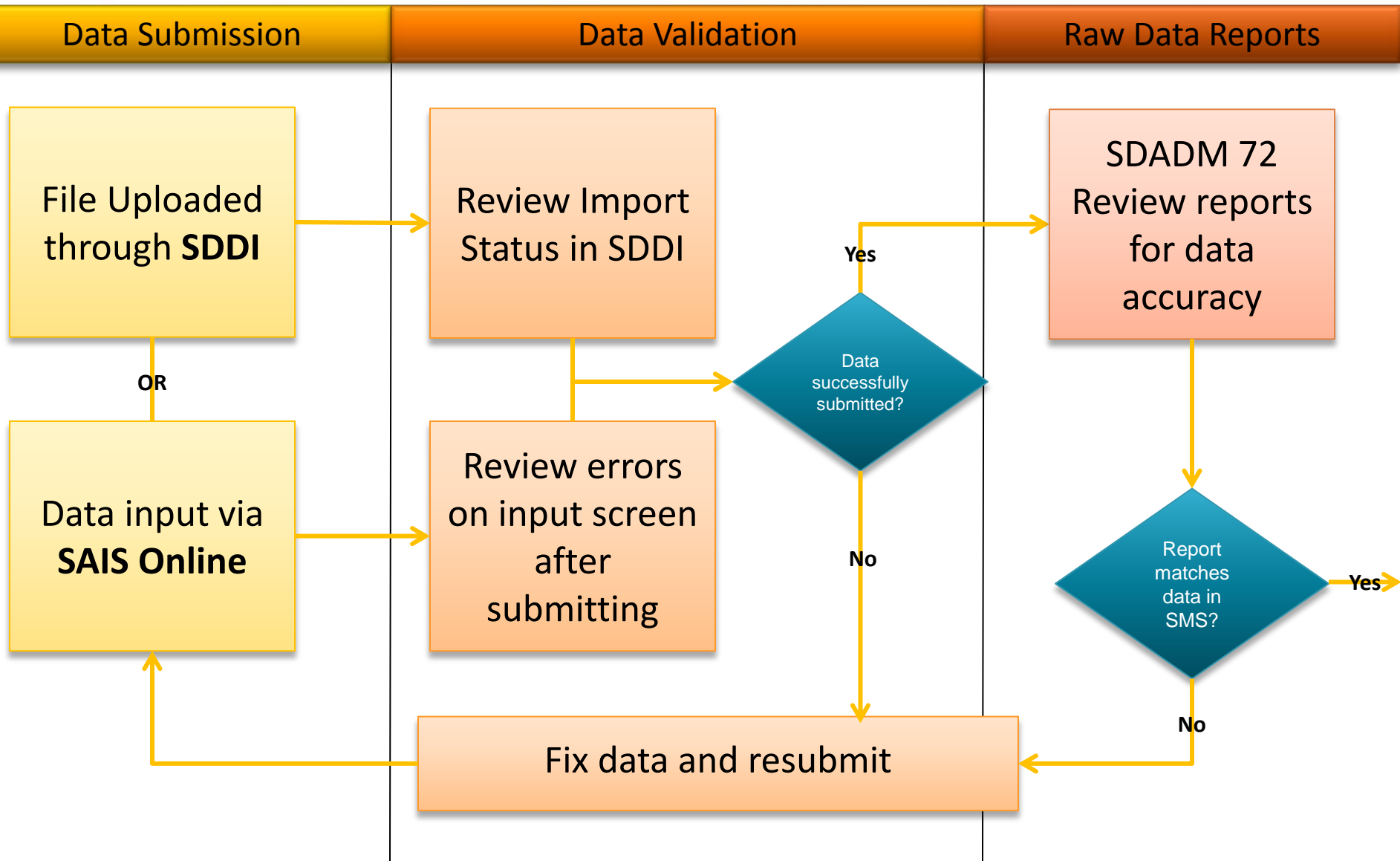
.00

1.00

1.00

N/A

Why student is missing from the SDADM75-1?



Missing from the SDADM75-1 cont.



Integrity Status Report

75 Reports

ADMS76 Report

Review Student Integrity Status Report

Does student have error?

Yes

No

Fix data and resubmit

Review Applicable reports (ADM, SPED, ELL)

Student on all applicable reports?

No

Success! You are done

Review ADMS76 Funding Exclusion Report

Student on report?

No

Yes

Review Excluded Category column

Is reason accurate?

No

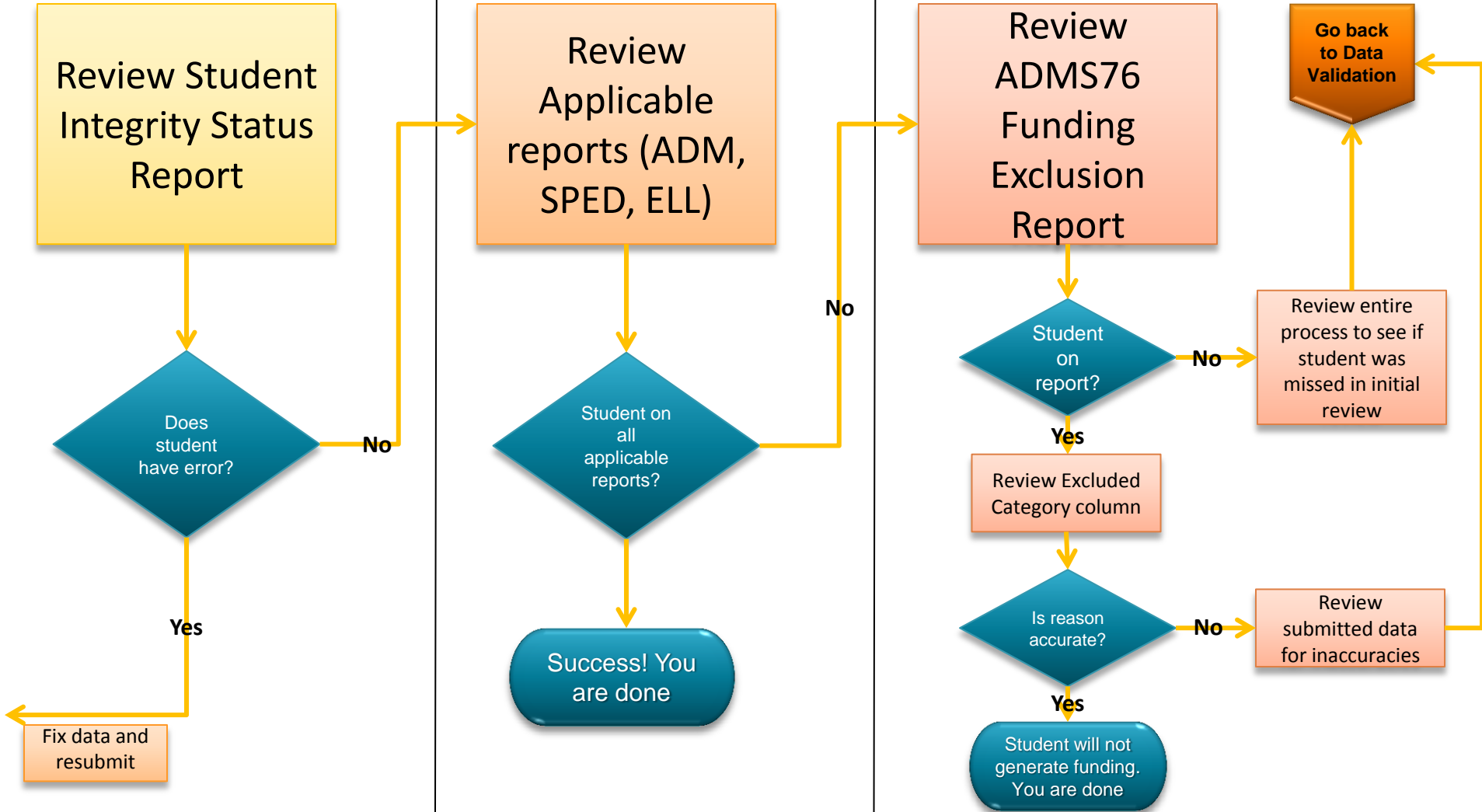
Yes

Student will not generate funding. You are done

Go back to Data Validation

Review entire process to see if student was missed in initial review

Review submitted data for inaccuracies



Missing from the SDADM75-1

Common Errors to Consider



A student may be listed on the SDADMS72 report, yet not on the SDADMS75-1 for these reasons:

- **Failed Integrity**

- These students can be found on the Student Integrity Status Report

- **Enrollment Period**

- The missing student was not enrolled in the school during the first or second reporting period. (1st Period or 40th Day, includes days 1-40; 2nd Period or 100th Day, includes days 41-100)

- **Upload Timing**

- Uploaded new info after aggregation cutoff

- **Non-Fundable**

- Non-Fundable students can be found on the SDADMS76 – Funding Exclusion Report

- **Preschool Student without Disabilities**

- The missing student is a preschool student without disabilities; one who does not have SPED service participation in SAIS

- **Data Entry Error**

The student has been successfully enrolled, but due to a data entry error the student may be listed under an incorrect grade level or DOR

- **Tuitioned Out**

The student has been tuitioned out by the DOR to another school. Student will appear on the SDADM75-3 report

SDADM76 Report Facts

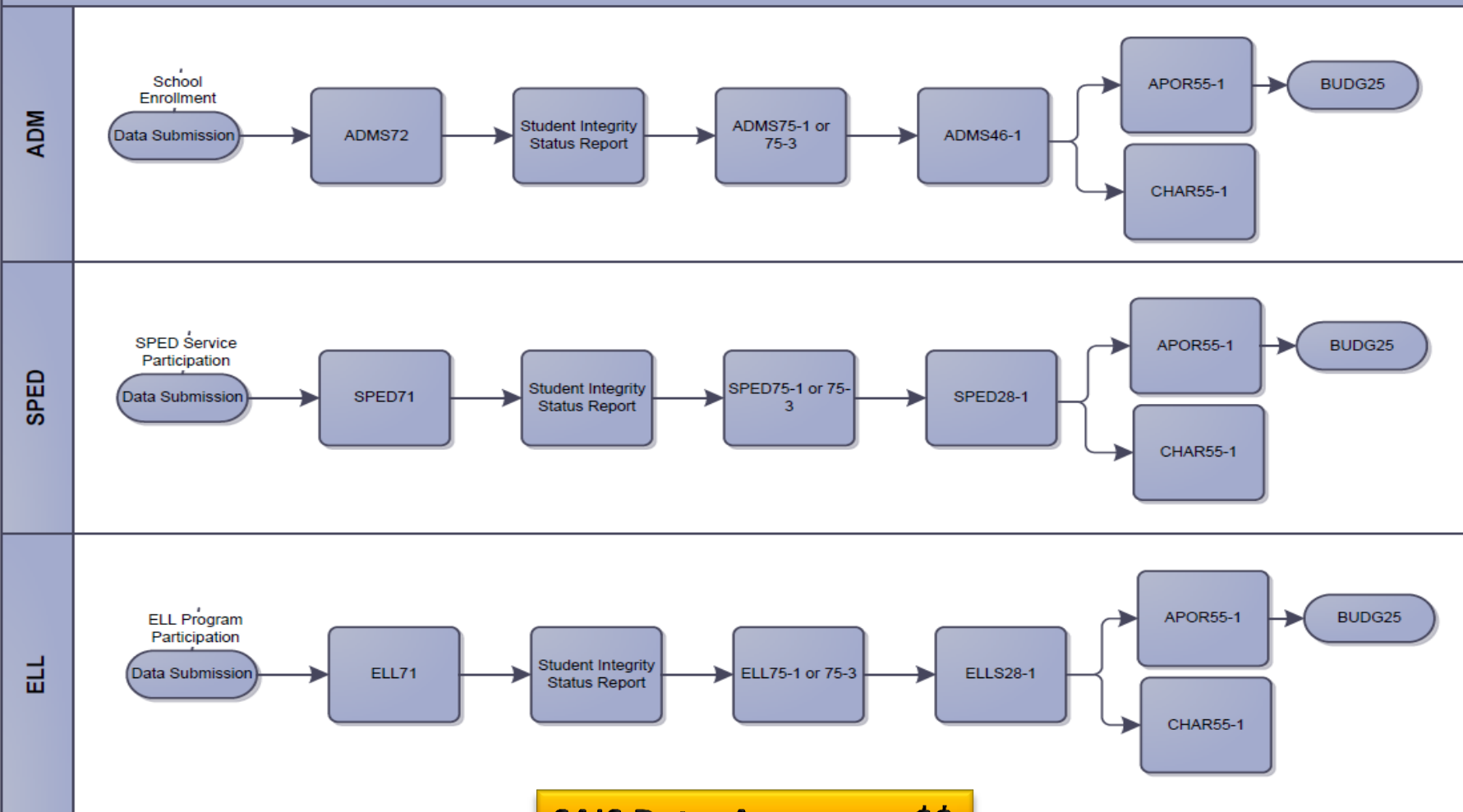
- Funding Exclusion Report lists students who have passed Integrity but are ineligible for state funding
- Includes students:
 - With tuition payer code of 2, 3, 4, or 6
 - In preschool without applicable SPED need
 - Who have reached their 22nd birthday and do not receive SPED services
 - Who are in the 9th grade at a JTED

SdADMS76		Arizona Department Of Education				Page: 7						
		ADM Non Funded Students Report				Print Date: 08/06/2014 08:05:28						
Requesting District ID:												
Requesting District Name:												
School CTDS	School Name											
SAIS ID	Last Name	First Name	DOB	Gender	Grade	Period	First Day of Membership	Last Day of Membership	Aggregation Start Date	Aggregation End Date	Excluded Category	FTE
				F	PS	100th	10/26/2011	02/29/2012	07/22/2014	07/22/2014	Preschool without Disabilities	1.00
				M	KG	40th	08/10/2011	09/09/2011	07/22/2014	07/22/2014	Private paid or no tuition charged	0.50

WHY?

Understanding why accurate data is important

Following A Student From Submission To Payment to Budget



SAIS Data: Accuracy = \$\$

WHEN?

Deadlines and Routines

● Important dates and deadlines

- See School Finance Hot Topics
- Aggregation Schedule

● Sample routine:

● ***Daily Task***

- Update the data in your student management system (SMS)

● ***Weekly Tasks***

- Upload a transaction file for each school
- Check the results of import processing in the SDDI Status Area or by downloading and importing the Status of Submitted Import Files available in the SDDI Download Area
- Check the results of the Student Integrity Status Report
- Correct any Import and Integrity errors before submitting another transaction file
- Check the ***SDADMS72*** to be sure that every student who is enrolled in the school is listed with correct FTE, Grade, etc.

● ***Monthly Task***

- Reconcile the SDADM75-1 to your SMS/SIS
- Save 75-1 Reports (ADM, ELL, SPED)

An Example of a Routine



- Student data must be sent to ADE at least every 20 school days. (A.R.S. § 15-1042(H))

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
30	31					

 Integrity Run

 Monthly Aggregation

 SDADMS 75 Series Report Available, after Aggregation is complete

Reconcile Data and Upload Available Everyday

Previous Year Data Revisions - ARS§ 15-915

- A 915 allows for prior year data corrections that impact state aid or budget capacity for the prior three years
- The fiscal year for which data is being changed drives eligibility for an upward, downward or neutral ADM and budget adjustment

Complete these steps...

- Find every student who needs a data change
- Document necessary changes for each (see [guideline](#) for specifics)
- Determine how data will be changed...SAIS Online or File Upload
- Prepare SAIS file, if modifying data via a file upload
- Send Request letter to [your account analyst](#)

Useful Links

- [Hot Topics](#)
- [Monthly Aggregation Processing and Integrity Schedule](#)
- [Find your LEA Account Analyst](#)
- [IT Bulletin Board](#)
- [Business Rules and Presentation](#)
- How to add yourself to the [Distribution List](#)
- Budget Team - sfbudgetteam@azed.gov
- Payments Team - sfpaymentteam@azed.gov

